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ABSTRACT

This bulletin contains general guidelines on the Diploma Examinations Program required for all grade 12 students for the 1987-88 school year in Alberta, Canada. The grade 12 Diploma Examinations Program is an integral part of the high school diploma requirements and is intended to develop and maintain excellence in educational standards through certification of academic achievement. The Diploma Examinations Program consists of examinations in selected grade 12 courses such as English 30, English 33, Social Studies 30, Mathematics 30, Biology 30, Chemistry 30, Physics 30, and Langue et Litterature 30. Students must take at least one of these examinations to qualify for a high school diploma. To obtain credit in a diploma examination course students must attain a final grade (derived from the course-awarded grade and the exam grade) of 50% or better. Other information in the bulletin includes eligibility criteria, registration information, grade 12 diploma examination schedules, reporting test results, and admission to postsecondary institutions. A chapter on procedures for administering the tests describes grading, and gives marking dates. A final section of appendices includes policies for learning disabled and physically disabled students; certificate of illness forms; test rules and regulations; revised High School Diploma Examination Processing statement; and addresses providing further information on transcripts, diplomas, and examinations. (KSA)

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GENERAL INFORMATION BULLETIN

Grade 12 Diploma Examinations Program

School Year 1987-88

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
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Student Evaluation and Records

Alberta EDUCATION

Published August 1987

BEST COPY AVAILABLE

This bulletin contains general information about the Grade 12 Diploma Examinations Program for the 1987–1988 school year. Please bring the contents of this bulletin to the attention of your staff members.

DISTRIBUTION: Superintendents of Schools · School Principals, Counsellors, and Teachers · The Alberta Teachers' Association · Alberta School Trustees' Association · Alberta Education · General Public Upon Request

General Information Bulletin
Published August 1987

Table of Contents

Summary of Changes

1. Introduction

2. High School Diploma Course and Credit Requirements

2.1 Grade 12 Courses 1
2.2 Course Credit in English 30, English 33, and Langue et Littérature 30 1
2.3 Previously Earned Credits 1
2.4 Retroactive Credits 1
2.5 Requirements for High School Diplomas 2
2.6 "Information for Students" Brochure 3

3. The Grade 12 Diploma Examinations

3.1 Field Testing Program 3
3.2 Format of the Diploma Examinations 3
3.3 Eligibility Criteria 3
3.4 Registration for January or June Diploma Examinations 3
3.5 Provisions for Students With Mature Status 4
3.6 Walk-In Students 4
3.7 Late Arrivals 5
3.8 French Translations 5
3.9 Security of the Diploma Examinations 5
3.10 Violation of Examination Rules 6
3.11 Private Schools 6
3.12 Mark Calculations 6
3.13 Results Statements 6
3.14 Special Provisions 6
3.15 Certificate of Illness 7
3.16 Use of Scribes 7
3.17 Special Writing Centres 8
3.18 January and June 1988 Writing Centres 9
3.19 August 1988 Writing Centres 9
3.20 Grade 12 Diploma Examinations Schedules for 1988, 1989, 1990 10
3.21 Significant Dates in the Administration of the Diploma Examinations, 1987-1988 13
3.22 Reporting the Results 16
3.23 Diploma Examination Reports 16
3.24 Recording the Results 19
3.25 Appeal Provisions 19
3.26 Admission to Post-Secondary Institutions 20

4. Procedures for Administration and Marking

4.1 Distribution, Administration, and Collection of Examinations 20
4.2 Submission of School-Awarded Marks 21
4.3 Marking of Examinations 21
4.4 Marking Dates 21

Appendices

Appendix A Alberta Education Management of the Awarding of Retroactive Credits 22
Appendix B Examination Rules 24
Appendix C Revised Statement of High School Diploma Examination Processing 25
Appendix D Policy -- Special Examination Provisions for Learning Disabled and Physically Disabled Students 29
Appendix E Certificate of Illness Form 37
Appendix F Examination Regulation 38
Appendix G Special Writing Centre Application Form 43
Appendix H Alberta Education Contacts 44

General Information Bulletin

Summary of Changes

2.4 Retroactive Credits 1

2.6 "Information for Students" Brochure 3

3.1 Field Testing Program 3

3.5 Provisions for Students With Mature Status 4

3.10 Violation of Examination Rules 6

3.11 Private Schools 6

3.12 Mark Calculations 6

3.13 Results Statements 6

3.14 Special Provisions 6

3.15 Certificate of Illness 7

3.17 Special Writing Centres 8

3.22 Reporting the Results 16

3.23 Diploma Examination Reports 16

3.24 Recording the Results 19

3.25 Appeal Provisions 19

Appendix A Alberta Education Management of the Awarding of Retroactive Credits 22

Appendix D Policy -- Special Examination Provisions for Learning Disabled and Physically Disabled Students 29

Appendix E Certificate of Illness Form 37

Appendix G Special Writing Centre Application Form 43

1. Introduction

All Grade 12 students in Alberta are required to write at least ONE diploma examination, either English 30 or English 33, to receive a high school diploma. The Grade 12 Diploma Examinations Program, an integral part of the high school diploma requirements, is intended to develop and maintain excellence in educational standards through certification of academic achievement. The Diploma Examinations Program consists of examinations in selected Grade 12 courses: English 30, English 33, Social Studies 30, Mathematics 30, Biology 30, Chemistry 30, Physics 30, and Langue et Littérature 30.

2. High School Diploma Course and Credit Requirements

2.1 GRADE 12 COURSES

To obtain credit in any high school course, a student must earn a final mark of 50% or better. To obtain credit in a diploma examination course, students must write the appropriate diploma examination and attain a final blended mark of 50% or better. The final blended mark is derived from the school-awarded mark worth 50%, combined with the diploma examination mark worth 50%. For example, a student taking Chemistry 30 who receives a mark of 45% from the school and scores 57% on the diploma examination will receive a final blended mark of 51%. That student will therefore earn credit in Chemistry 30 because the final mark received is over 50%.

2.2 COURSE CREDIT IN ENGLISH 30, ENGLISH 33, AND LANGUE ET LITTÉRATURE 30

To obtain credit for English 30, English 33, or Langue et Littérature 30, a student must complete both parts A and B of the diploma examination. Students who inadvertently miss one part of the examination for non-medical reasons may complete only the missed part at one of the two subsequent administrations. Students must complete the Student Notification of Separate Writing form and submit it to the Student Evaluation and Records Branch prior to the writing to ensure that the two partial marks will be combined. The mark for the previously completed part will be brought forward to be blended with the new partial mark for a complete examination mark. Students must write the Langue et Littérature 30 Diploma Examination to obtain credit for the Langue et Littérature 30 course. To obtain a diploma, students must also receive credit in English 30 or English 33.

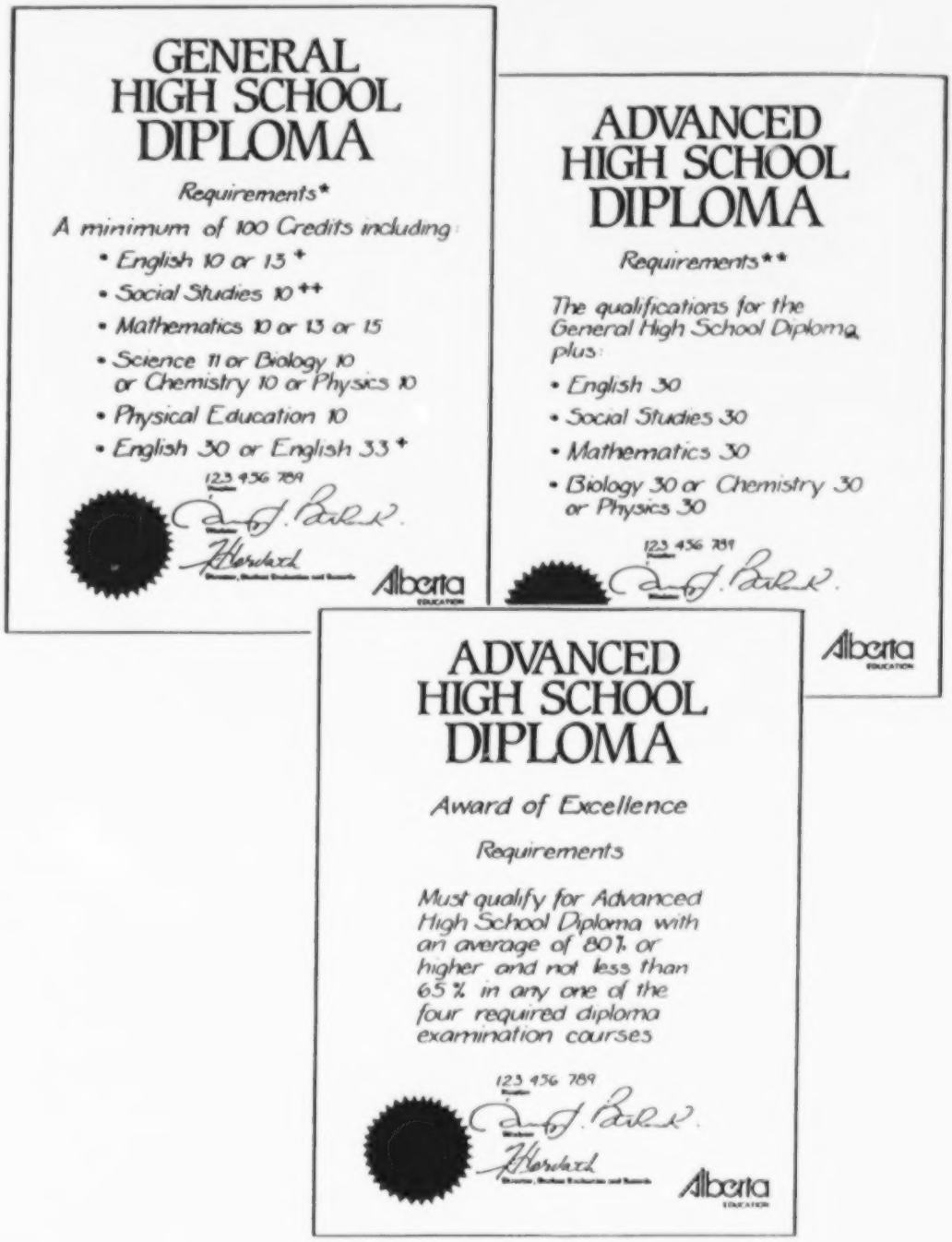
2.3 PREVIOUSLY EARNED CREDITS

Alberta Education will recognize all course credits earned prior to September 1, 1984 for the purpose of awarding the General High School Diploma. Students who are registered in Grade 12 may apply any of the previously completed diploma examination subject requirements toward the Advanced High School Diploma provided they have earned a final course mark of 50% or higher.

2.4 RETROACTIVE CREDITS

Alberta Education will assume responsibility for managing the awarding of all retroactive credits to students who change program routes from the 10-20-30 series to the next higher course in an alternative program route in English, Mathematics, or French. For a complete explanation of this new policy, please refer to Appendix A.

2.5 REQUIREMENTS FOR HIGH SCHOOL DIPLOMAS


GENERAL HIGH SCHOOL DIPLOMA
Requirements*
A minimum of 100 Credits including:
• English 10 or 13 +
• Social Studies 10 ++
• Mathematics 10 or 13 or 15
• Science 11 or Biology 10 or Chemistry 10 or Physics 10
• Physical Education 10
• English 30 or English 33 +
123 456 789
Alberta
EDUCATION
ADVANCED HIGH SCHOOL DIPLOMA
Requirements**
The qualifications for the General High School Diploma, plus:
• English 30
• Social Studies 30
• Mathematics 30
• Biology 30 or Chemistry 30 or Physics 30
123 456 789
Alberta
EDUCATION
ADVANCED HIGH SCHOOL DIPLOMA
Award of Excellence
Requirements
Must qualify for Advanced High School Diploma with an average of 80% or higher and not less than 65% in any one of the four required diploma examination courses
123 456 789
Alberta
EDUCATION

* These requirements are subject to the specifications found in the *Junior-Senior High School Handbook, 1987-88.*

** In addition, the student must meet the requirements for a General High School Diploma.

\+ A minimum of 15 credits in English is required for a diploma.

++ A minimum of 10 credits in Social Studies is required for a diploma.

2.6 "INFORMATION FOR STUDENTS" BROCHURE

A brochure titled "Information for Students" has been developed to address general questions or concerns that students may have regarding the Grade 12 Diploma Examinations Program. This brochure is mailed to schools in September for distribution to students. Additional copies are available from the Student Evaluation and Records Branch.

3. The Grade 12 Diploma Examinations

3.1 FIELD TESTING PROGRAM

The purpose of the Field Testing Program is to validate questions for future diploma examinations. The Field Testing Program enables Alberta Education to maintain a standard of excellence by a careful review of the difficulty and reliability of each item. This program also serves to familiarize teachers and students with examination formats.

A broad representation and sufficient number of students from across the province are selected to participate in the field testing program. Schools that wish to participate in this program should contact the Field Testing Services of the Student Evaluation and Records Branch.

3.2 FORMAT OF THE DIPLOMA EXAMINATIONS

The Grade 12 diploma examinations, examination blueprints, and scoring guides are based on the provincially prescribed *Program of Studies for Senior High Schools*. All questions and assignments are developed according to curriculum specifications for each diploma examination course. These specifications are distributed to senior high schools by the Curriculum Design Branch. Bulletins containing descriptions of the diploma examinations, their format, and subject matter are also distributed to superintendents, principals, counsellors, teachers, and trustees at the beginning of each school year by the Student Evaluation and Records Branch. Students should have access to the information in these bulletins.

3.3 ELIGIBILITY CRITERIA

Students enrolled in accredited Alberta high schools who have completed a Grade 12 diploma examination course are eligible to write the diploma examination in that course.

3.4 REGISTRATION FOR JANUARY OR JUNE DIPLOMA EXAMINATIONS

High School Students. Students enrolled in Grade 12 diploma examination courses at accredited Alberta high schools need not apply to write diploma examinations in those courses. Their candidacy is confirmed by their principals on the diploma examination registration checklist issued by the Student Evaluation and Records Branch.

Alberta Correspondence School Students. Students enrolled in Grade 12 diploma examination courses at the Alberta Correspondence School must apply to the Alberta Correspondence School to write the diploma examinations. On the application form provided by the Alberta Correspondence School, these students must indicate their choice of writing centre (any accredited high school offering Grade 12 diploma examination courses).

3.5 PROVISIONS FOR STUDENTS WITH MATURE STATUS

For the 1988 Diploma Examinations Program, a student with mature status is any person who meets one of the following requirements as of September 1, 1987:

a. is 20 years of age or older; or
b. is 19 years of age, and who has been out of school for the eight consecutive months prior to September 1 with the exception of courses taken by correspondence, private study, or summer school; or
c. is the holder of a previously-awarded Alberta High School Diploma or equivalent, from any jurisdiction, acceptable to the Minister.

Students should not enrol in any course of study assuming that they are eligible for mature student status. Verification of mature status should be obtained from the Student Records Unit of the Student Evaluation and Records Branch. A student with mature status enrolled in a credit course must be registered for the course with the Student Evaluation and Records Branch. Please note that mature status is granted and effective as of September 1 for the subsequent school year. The necessary criteria must be satisfied prior to September 1 in any school year (i.e. September 1 -- August 31).

Students with mature status may write any diploma examination for 100% of the final mark without having taken formal instruction in the course.

If students with mature status enrol in a diploma examination course at an accredited Alberta high school, the final course mark will be either a blended one or, if the school-awarded course mark is less than the diploma examination mark, the final mark will be the examination mark only.

Students with mature status must apply to the Student Evaluation and Records Branch to write diploma examinations in January or June. At the time of application, students with mature status must indicate their choice of writing centre (any accredited high school offering Grade 12 diploma examination courses). They must notify the principal of the high school in which they intend to write the diploma examination(s). The principal must be so advised one month prior to the writing date to ensure that space and examination materials will be available.

NOTE: Application forms may be obtained from any senior high school, from Regional Offices of Alberta Education, or from the Student Evaluation and Records Branch. For the August administration only, applications are not required until the time of writing.

3.6 WALK-IN STUDENTS

Unregistered students are requested to write at the most conveniently located high school. Principals are requested to make the appropriate writing arrangements for these students. Non-semestered schools are expected to make provisions for possible walk-in students in the January administration.

At the time of writing, walk-in students are required to present proper identification that includes a photograph and a signature. If, however, they are unable to do so, it is suggested that students be allowed to write and be asked to provide identification promptly after the writing. It is suggested that the Chief Presiding Examiner hold the written examination for a maximum period of one day to enable a student to produce identification. If a student does not produce proper identification, this should be recorded on the Statement of the Chief Presiding Examiner and returned to Alberta Education with the examination.

Please note that the results of students who write a diploma examination at a school, but who are not registered in a diploma examination course in that school, will NOT appear on the summary of that school's marks. The marks of students with mature status are confidential and therefore are not reported to any school. The marks of other students who walk in are reported to the school in which the student is registered.

Principals are expected to ensure that their students write at the school where they are registered, except under extenuating circumstances.

3.7 LATE ARRIVALS

Students who arrive more than one hour after the actual starting time for an examination will be allowed to write only if, in the opinion of the presiding examiner, there are extenuating circumstances.

3.8 FRENCH TRANSLATIONS

French translations of the diploma examinations in Social Studies 30, Mathematics 30, Chemistry 30, Biology 30, and Physics 30 are available UPON REQUEST. Students who wish to write the French translation of a diploma examination should inform their principals prior to the deadlines established for each examination registration. The principal must note this request on the registration checklist. Students with mature status who wish to write the French translation of a diploma examination should indicate this preference on the application form.

Students writing the French translation of a diploma examination are permitted neither additional writing time nor the use of translation dictionaries.

3.9 SECURITY OF THE DIPLOMA EXAMINATIONS

The Student Evaluation and Records Branch takes every possible precaution to ensure that the examinations remain secure prior to the administration. Superintendents and principals are required to take steps to guard against the loss of examinations prior to the administration. Should a serious loss occur, the Student Evaluation and Records Branch may postpone the writing date until a replacement examination could be printed for the province. We request your assistance to help prevent, by whatever method possible, a breach of security. If a breach of security does occur, please notify the Director of the Student Evaluation and Records Branch immediately so that appropriate action may be taken.

All of the January and June USED examination booklets and answer sheets with student responses on them must be returned for marking. Examination booklets and answer sheets USED by students are confidential and must be secured.

UNUSED examination booklets and answer sheets are to be left in the school. USED Readings and Questions booklets for English 30 Part B, English 33 Part B, Langue et Littérature 30 Part B, and data booklets should remain in the school. The principal shall ensure that sufficient booklets are kept on file and made available to teachers and students upon request.

THE AUGUST 1988 EXAMINATIONS ARE FULLY SECURED. THEREFORE, ALL EXAMINATION MATERIALS, USED AND UNUSED, MUST BE RETURNED TO ALBERTA EDUCATION. NO COPIES OF ANY AUGUST EXAMINATIONS MAY BE RETAINED IN ANY FORM.

3.10 VIOLATION OF EXAMINATION RULES

Students who violate the Examination Rules will not have their examinations marked and may be prevented from writing any other Alberta Education examination for a period of one year. Please refer to Appendix B for the Examination Rules.

3.11 PRIVATE SCHOOLS

The Regional Offices of Alberta Education are responsible for much of the supervision and evaluation of diploma examinations in private schools. Examination materials for private schools are assembled by the Student Evaluation and Records Branch and are distributed under the direction of the Regional Offices of Alberta Education. Consulting staff from the Regional Offices of Alberta Education ensure that diploma examinations are administered to eligible students in the private schools. A policy statement provides guidelines for the administration of diploma examinations in private schools.

3.12 MARK CALCULATIONS

Only one mark per course in any one semester will be accepted and added to a student's record. Students are requested to withdraw duplicate registrations (i.e. registration in the same course at two different locations for the same semester) before the end of the term. For a complete delineation of the policies regarding mark calculations, please refer to Appendix C: Revised Statement of High School Diploma Examination Processing.

3.13 RESULTS STATEMENTS

Since January 1987, the results statements have included an annotation indicating exemptions from writing and the use of any special examination-writing provisions for learning and physically disabled students. To facilitate the correct annotation, principals are requested to complete the appropriate section of the Statement of the Chief Presiding Examiner.

3.14 SPECIAL PROVISIONS

Because of its commitment to the provision of equitable access to educational opportunities for all students, Alberta Education wishes to ensure that every reasonable effort is made to meet the needs of all Alberta students. Therefore, physically or learning disabled students must be given a reasonable opportunity to demonstrate their competencies in diploma examination subjects.

Students who have physical disabilities or have been assessed as having specific learning disabilities may be granted one or more of the following special provisions for writing the diploma examinations:

a) additional writing time;
b) examinations in large print, braille, audio cassette;
c) use of a word processor;
d) tape recorded response; or
e) the services of a scribe if other alternatives are not suitable (see policy, Appendix D).

The principal must submit written application to the Executive Secretary of the Special Cases Committee of Alberta Education for such special provisions in accordance with the policy statements as published and distributed in October 1986. Please refer to Appendix D for the policy statements regarding special examination provisions. Each application must be substantiated by copies of student records, medical certificates, and formal assessments by qualified professionals. This application must be forwarded as far in advance of the writing date as possible, preferably by 30 days. Requests for examinations in large print, braille, or audio cassette must be received AT LEAST 90 DAYS in advance of the writing date.

When serious illness, accident, or bereavement in the immediate family prevents a student from writing on the scheduled date, the student may apply through the principal for special consideration by the Special Cases Committee. Medical documentation must be submitted in the form of the Certificate of Illness. If a student chooses to write an examination despite serious illness, accident, or bereavement, the principal is required to notify Alberta Education on the Statement of the Chief Presiding Examiner. In each of the above cases, the formal request for consideration should be forwarded to the Executive Secretary of the Special Cases Committee within 30 days. Further information concerning the operations of the Special Cases Committee may be found in the *Junior-Senior High School Handbook, 1987-88*.

3.15 CERTIFICATE OF ILLNESS

The Certificate of Illness is provided to Chief Presiding Examiners for use in special circumstances where a student may be exempted from writing one or more of the diploma examinations for valid medical reasons. The certificate, developed in consultation with the Alberta College of Physicians and Surgeons, standardizes the format of the medical information required by the Special Cases Committee. Please refer to Appendix E for a sample of the Certificate of Illness.

Principals are requested to provide copies of the Certificate of Illness to students as the need arises. Students will present the certificate to the doctor for completion of the first section and then return it to the principal. Principals will complete the second section and forward the certificate to the Executive Secretary of the Special Cases Committee.

The Special Cases Committee is willing to accept other personalized medical certificates provided that, in the judgment of the principal, the certificate explicitly states that the student was unable to write the diploma examination(s) for valid medical reasons.

3.16 USE OF SCRIBES

If a scribe is appointed to assist a student during an examination, the following procedures apply:

- A scribe may assist in recording the student's answers. A scribe may not improve a student's response by rewording, correcting the spelling, or otherwise changing the student's answer. The student's response must be recorded with NO change of any kind.
- A scribe or sign language interpreter may not:
    a. ask leading questions;
    b. provide suggestions or interpretations of any kind;
    c. correct spelling or grammar;
    d. make any changes to the student's work unless directed to do so by the student.
- A scribe may not read an examination to a student. Audio cassettes will be provided for this purpose.
- The school jurisdiction is responsible for the appointment of a scribe and for expenses incurred.
- A scribe-assisted student must be supervised by a specially designated presiding examiner.

- The scribe cannot act as the presiding examiner but is expected to adhere to *Examination Regulation 531/82.*
- Under section 6(2) of *Examination Regulation 531/82* (refer to Appendix F), a scribe shall not be a relative, past teacher, or a present teacher of the candidate.
- An examination administered by a scribe shall take place in a separate writing area so that other students who are writing the examination are not disturbed.
- Prior to the date of writing, the Chief Presiding Examiner will consult with the appointed scribe to determine the amount of additional writing time to be requested.
- The scribe and presiding examiner will complete the Statement of Scribe and Presiding Examiner and present it to the Chief Presiding Examiner to certify that these procedures were known and observed.
- The Chief Presiding Examiner will record on the Statement of the Chief Presiding Examiner that a scribe assisted the particular student and attach the Statement of Scribe and Presiding Examiner to it.

3.17 SPECIAL WRITING CENTRES

Students who are outside the province of Alberta during the diploma examination administration may be permitted to write at a Special Writing Centre if:

1. they are participating in a significant educational or cultural activity, such as a national or international competition in athletics or music; OR
2. they live outside the province and are taking courses through the Alberta Correspondence School; OR
3. they have moved outside the province permanently or temporarily after having taken instruction in an accredited high school in Alberta, and are unable to write the examination in Alberta; and if
4. a proctor, acceptable to the Director of the Student Evaluation and Records Branch, is available to administer the examination. The proctor could be, for example, a school principal, teacher, member of the clergy, police officer, or military officer. The proctor shall not be a relative, a past teacher, or a present teacher of the candidate.

Students may apply to write at a Special Writing Centre through a letter of application submitted to the Executive Secretary of the Special Cases Committee. The application must be received at least 30 days in advance of the writing date for a proposed location within Canada or the United States. At least 60 days advance notice is required if consideration is to be given to an application for a writing centre outside of Canada or the United States. Students who are on vacation or an organized tour are not eligible to write a diploma examination outside of Alberta.

Please refer to Appendix G for a sample of the Special Writing Centre application form. Forms are available upon request from the Student Evaluation and Records Branch. Requests by way of letter must provide the essential information in the same sequence as outlined on the form.

It should be noted that the additional costs incurred with the establishment and administration of an examination at a Special Writing Centre are the responsibility of the student.

3.18 JANUARY AND JUNE 1988 WRITING CENTRES

The January and June examinations are administered in all accredited senior high schools that offer Grade 12 diploma examination courses; the August examinations are administered in writing centres designated by the Student Evaluation and Records Branch.

3.19 AUGUST 1988 WRITING CENTRES

Students who wish to write a diploma examination in August will NOT be registered prior to the administration date of each diploma examination. Students will register at the time of writing for each examination. Summer schools offering diploma examination courses will register their students prior to the administration and will be considered as writing centres for their students unless Alberta Education is notified otherwise.

CODE	AUGUST WRITING CENTRES
2601	Athabasca (Edwin Parr HS)
2301	Barrhead (Lorne Jenken HS)
2950	Bonnyville (Bonnyville Centralized HS)
6740	Brooks (Brooks Composite HS)
9996	Calgary (SAIT G105)
4822	Castor (Gus Wetter HS)
5725	Drumheller (Drumheller Composite HS)
7996	Edmonton (NAIT E102)
2002	Edson (Parkland Composite HS)
2008	Evansburg (Grand Trunk HS)
1840	Fort McMurray (Peter Pond Community School)
1141	Grande Prairie (Grande Prairie Composite HS)
1703	High Level (High Level Public School)
1606	High Prairie (E. W. Pratt School)
2011	Hinton (Harry Collinge HS)
6466	Lethbridge (Winston Churchill HS)
6850	Medicine Hat (Medicine Hat HS)
1511	Peace River (Peace River HS)
6122	Pincher Creek (Matthew Halton Community School)
4444	Red Deer (Lindsay Thurber HS)
2722	Smoky Lake (H. A. Kostash HS)
3610	Vegreville (Vegreville Composite HS)
5410	Vulcan (County Central HS)
3909	Wainwright (Wainwright HS)
2411	Westlock (Richard F. Staples HS)
3144	Wetaskiwin (Wetaskiwin Composite HS)

NORTHWEST TERRITORIES - Writing centres in the Northwest Territories will be designated as needed. Please contact Mr. M. S. Naidoo, Department of Education, Yellowknife, Northwest Territories, 873-7441.

3.20 Grade 12 Diploma Examinations Schedule, 1988

January 1988

DATE	TIME	SUBJECT
Wednesday, January 13	9:00 -- 11:30 am	English 30 - Part A*
		English 33 - Part A*
Thursday, January 14	9:00 -- 11:30 am	Langue et Littérature 30 - Partie A*
Tuesday, January 26	9:00 -- 11:30 am	Social Studies 30
	1:00 -- 3:30 pm	Chemistry 30
Wednesday, January 27	9:00 -- 11:00 am	English 30 - Part B
		English 33 - Part B
	1:00 -- 3:30 pm	Physics 30
Thursday, January 28	9:00 -- 11:30 am	Mathematics 30
	1:00 -- 3:30 pm	Biology 30
Friday, January 29	9:00 -- 11:00 am	Langue et Littérature 30 - Partie B

June 1988

DATE	TIME	SUBJECT
Tuesday, June 14	9:00 -- 11:30 am	English 30 - Part A*
		English 33 - Part A*
Wednesday, June 15	9:00 -- 11:30 am	Langue et Littérature 30 - Partie A*
Wednesday, June 22	9:00 -- 11:30 am	Social Studies 30
	1:00 -- 3:30 pm	Chemistry 30
Thursday, June 23	9:00 -- 11:00 am	English 30 - Part B
		English 33 - Part B
	1:00 -- 3:30 pm	Physics 30
Friday, June 24	9:00 -- 11:30 am	Mathematics 30
Monday, June 27	9:00 -- 11:30 am	Biology 30
Tuesday, June 28	9:00 -- 11:00 am	Langue et Littérature 30 - Partie B

August 1988

DATE	TIME	SUBJECT
Monday, August 15	9:00 -- 11:30 am	English 30 - Part A*
		English 33 - Part A*
	1:00 -- 3:00 pm	English 30 - Part B
		English 33 - Part B
Tuesday, August 16	9:00 -- 11:30 am	Social Studies 30
	1:00 -- 3:30 pm	Chemistry 30
Wednesday, August 17	9:00 -- 11:30 am	Biology 30
	1:00 -- 3:30 pm	Mathematics 30
Thursday, August 18	9:00 -- 11:30 am	Physics 30
Friday, August 19	9:00 -- 11:30 am	Langue et Littérature 30 - Partie A*
	1:00 -- 3:00 pm	Langue et Littérature 30 - Partie B

* Part A and Partie A denote the written-response sections of the English 30, English 33, and Langue et Littérature 30 examinations.

Grade 12 Diploma Examinations Schedule, 1989

January 1989

DATE	TIME	SUBJECT
Wednesday, January 11	9:00 -- 11:30 am	English 30 Part A*
		English 33 Part A*
Thursday, January 12	9:00 -- 11:30 am	Langue et Littérature 30 Partie A*
Wednesday, January 25	9:00 -- 11:00 am	Langue et Littérature 30 Partie B
Thursday, January 26	9:00 -- 11:30 am	Social Studies 30
	1:00 -- 3:30 pm	Chemistry 30
Friday, January 27	9:00 -- 11:00 am	English 30 Part B
		English 33 Part B
	1:00 -- 3:30 pm	Physics 30
Monday, January 30	9:00 -- 11:30 am	Mathematics 30
	1:00 -- 3:30 pm	Biology 30

June 1989

DATE	TIME	SUBJECT
Wednesday, June 14	9:00 -- 11:30 am	English 30 Part A*
		English 33 Part A*
Thursday, June 15	9:00 -- 11:30 am	Langue et Littérature 30 Partie A*
Thursday, June 22	9:00 -- 11:00 am	Langue et Littérature 30 Partie B
Friday, June 23	9:00 -- 11:30 am	Social Studies 30
	1:00 -- 3:30 pm	Chemistry 30
Monday, June 26	9:00 -- 11:00 am	English 30 Part B
		English 33 Part B
	1:00 -- 3:30 pm	Physics 30
Tuesday, June 27	9:00 -- 11:30 am	Mathematics 30
Wednesday, June 28	9:00 -- 11:30 am	Biology 30

August 1989

DATE	TIME	SUBJECT
Monday, August 14	9:00 -- 11:30 am	English 30 Part A*
		English 33 Part A*
	1:00 -- 3:00 pm	English 30 Part B
		English 33 Part B
Tuesday, August 15	9:00 -- 11:30 am	Social Studies 30
	1:00 -- 3:30 pm	Chemistry 30
Wednesday, August 16	9:00 -- 11:30 am	Biology 30
	1:00 -- 3:30 pm	Mathematics 30
Thursday, August 17	9:00 -- 11:30 am	Physics 30
Friday, August 18	9:00 -- 11:30 am	Langue et Littérature 30 Partie A*
	1:00 -- 3:00 pm	Langue et Littérature 30 Partie B

*Part A and Partie A denote the written-response sections of the English 30, English 33, and Langue et Littérature 30 examinations.

Grade 12 Diploma Examinations Schedule, 1990

January 1990

DATE	TIME	SUBJECT
Wednesday, January 10	9:00 -- 11:30 am	English 30 Part A*
		English 33 Part A*
Thursday, January 11	9:00 -- 11:30 am	Langue et Littérature 30 Partie A*
Thursday, January 25	9:00 -- 11:00 am	Langue et Littérature 30 Partie B
Friday, January 26	9:00 -- 11:30 am	Social Studies 30
	1:00 -- 3:30 pm	Chemistry 30
Monday, January 29	9:00 -- 11:00 am	English 30 Part B
		English 33 Part B
	1:00 -- 3:30 pm	Physics 30
Tuesday, January 30	9:00 -- 11:30 am	Mathematics 30
	1:00 -- 3:30 am	Biology 30

June 1990

DATE	TIME	SUBJECT
Wednesday, June 13	9:00 -- 11:30 am	English 30 Part A*
		English 33 Part A*
Thursday, June 14	9:00 -- 11:30 am	Langue et Littérature 30 Partie A*
Thursday, June 21	9:00 -- 11:00 am	Langue et Littérature 30 Partie B
Friday, June 22	9:00 -- 11:30 am	Social Studies 30
	1:00 -- 3:30 pm	Chemistry 30
Monday, June 25	9:00 -- 11:00 am	English 30 Part B
		English 33 Part B
	1:00 -- 3:30 pm	Physics 30
Tuesday, June 26	9:00 -- 11:30 am	Mathematics 30
Wednesday, June 27	9:00 -- 11:30 am	Biology 30

August 1990

DATE	TIME	SUBJECT
Monday, August 13	9:00 -- 11:30 am	English 30 Part A*
		English 33 Part A*
	1:00 -- 3:00 pm	English 30 Part B
		English 33 Part B
Tuesday, August 14	9:00 -- 11:30 am	Social Studies 30
	1:00 -- 3:30 pm	Chemistry 30
Wednesday, August 15	9:00 -- 11:30 am	Biology 30
	1:00 -- 3:30 pm	Mathematics 30
Thursday, August 16	9:00 -- 11:30 am	Physics 30
Friday, August 17	9:00 -- 11:30 am	Langue et Littérature 30 Partie A*
	1:00 -- 3:00 pm	Langue et Littérature 30 Partie B

*Part A and Partie A denote the written-response sections of the English 30, English 33, and Langue et Littérature 30 examinations.

3.21 SIGNIFICANT DATES IN THE ADMINISTRATION OF THE DIPLOMA EXAMINATIONS, 1987-88

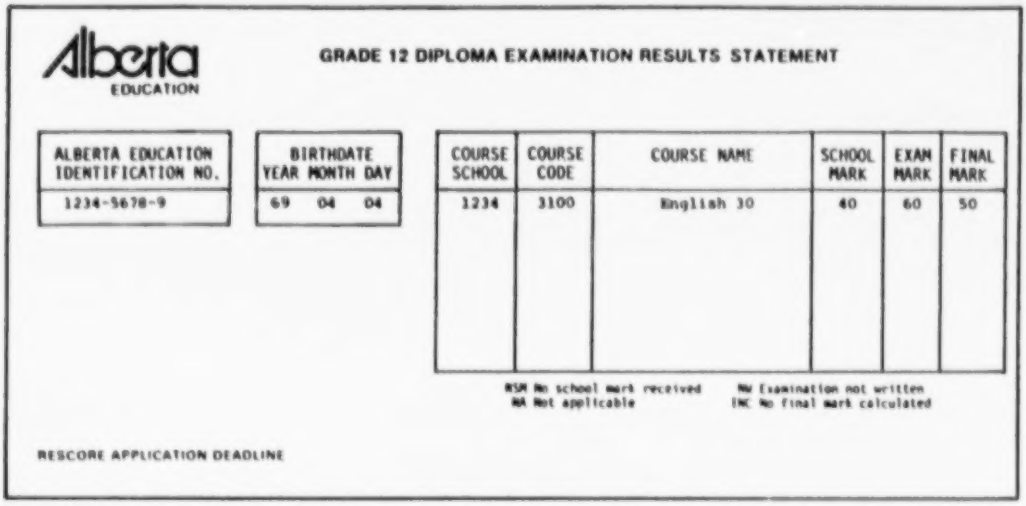
October 16, 1987	• Deadline for special provision requests (i.e. large print, braille, audio cassette) for January 1988 administration (see policy, Appendix D)
October 23, 1987	• Alberta Education distributes diploma examination registration checklists and application forms to senior high schools for the January administration
October 30, 1987	• Deadline for jurisdiction requests for reporting their results by instructional group • Deadline for mailing list of eligible markers for the January 1988 administration
November 6, 1987	• Deadline for mailing the diploma examinations registration checklist forms and application forms to the Student Evaluation and Records Branch • Deadline for mailing requests for French translations • Application mailing deadline for students with mature status and students wishing to rewrite any examination during the January 1988 administration
December 1, 1987	• Deadline for mailing applications for Special Writing Centres located within Canada or the United States
December 15, 1987	• Markers are notified of participation in the January marking session
January 4, 1988	• Alberta Education ships diploma examination materials to the central offices of all school jurisdictions
January 8, 1988	• Schools contact the jurisdiction office if they have not yet received their examinations • Contact the Student Evaluation and Records Branch if there are errors or omissions in the shipment • Alberta Education distributes Diploma Examination School Marks Checklist
January 13-14, 1988 January 26-29, 1988	• Diploma examinations are administered according to the schedule
January 14, 1988	• Return to Alberta Education all English 30 Part A, English 33 Part A, and Langue et Littérature 30 Partie A examination materials completed by students
January 25, 1988	• School-awarded marks for students who are receiving instruction and registered to write January diploma examinations are to be postmarked or delivered to Alberta Education no later than 4:00 p.m. on this date • Principals should have a method in place for informing students of the school-awarded mark submitted to Alberta Education
January 25-30, 1988 February 3-6, 1988	• Marking session for the January administration
January 29, 1988	• Return to Alberta Education all examination materials completed by students

February 19, 1988	• Alberta Education distributes diploma examination registration checklists and application forms to senior high schools for the June administration
February 24, 1988	• Results statements for the January administration are distributed to students
February 29, 1988	• Transcripts are distributed to students
March 11, 1988	• Deadline for January rescoring requests • Deadline for mailing the registration checklist forms • Deadline for special provision requests (i.e. large print, braille, audio cassette) for June 1988 administration (see policy, Appendix D)
March 31, 1988	• January rescore results are distributed to students
April 8, 1988	• Deadline for mailing requests for French translations • Application mailing deadline for mature students and students wishing to rewrite any examination during the June 1988 administration
April 29, 1988	• Deadline for mailing applications for Special Writing Centres located within Canada or the United States • Deadline for mailing list of eligible markers for June/August administrations
May 16, 1988	• Markers are notified of participation in the July marking sessions
May 30, 1988	• Alberta Education ships diploma examination materials to the central offices of all school jurisdictions
June 3, 1988	• Schools contact the jurisdiction office if they have not yet received their examinations • Contact the Student Evaluation and Records Branch if there are errors or omissions in the shipment • Alberta Education distributes the Diploma Examination School Marks Checklist
June 14–15, 1988 June 22–28, 1988	• Diploma examinations are administered according to the schedule
June 15, 1988	• Return to Alberta Education all English 30 Part A, English 33 Part A, and Langue et Littérature 30 Partie A examination materials completed by students • Markers are notified of participation in August marking session
June 21, 1988	• School-awarded marks for students who are receiving instruction and registered to write June diploma examinations are to be postmarked or delivered to Alberta Education no later than 4:00 p.m. on this date • Principals should have a method in place for informing students of the school-awarded mark submitted to Alberta Education

June 27, 1988	• Return to Alberta Education all examination materials completed by students
June 28, 1988	• Return Langue et Littérature 30 examinations by separate shipment to Alberta Education
July 4, 1988	• Deadline for special provision requests (i.e. large print, braille, audio cassette) for August 1988 administration (see policy, Appendix D)
July 8, 1988	• Deadline for registration of summer school students
July 4–13, 1988	• Marking session for the June administration
July 22, 1988	• Results statements for the June administration and transcripts are distributed to students
July 29, 1988	• Alberta Education distributes Diploma Examination School Marks Checklist to summer schools
August 2, 1988	• Alberta Education ships diploma examination materials to all designated August writing centres
August 14, 1988	• School-awarded marks for students who are receiving instruction and registered to write August diploma examinations are to be postmarked or delivered to Alberta Education no later than 4:00 p.m. on this date • Principals should have a method in place for informing students of the school-awarded mark submitted to Alberta Education
August 15–19, 1988	• Diploma examinations are administered according to the schedule • Return all examination materials completed by students to Alberta Education after each day of writing
August 10, 1988	• Deadline for June rescoring requests
August 18–20, 1988	• Marking session for the August administration
August 30, 1988	• Results statements for the August administration and transcripts are distributed to students
September 2, 1988	• June rescore results are distributed to students
September 16, 1988	• Deadline for August rescoring requests
October 6, 1988	• August rescore results are distributed to students

3.22 REPORTING THE RESULTS

Reporting to Students. Students who write Grade 12 diploma examinations receive their results from the Student Evaluation and Records Branch in the form of a results statement. In 1988, results statements for the January, June, and August administrations will be mailed to students no later than February 24, July 22, and August 30 respectively. If the results statements do not reach the destination within two weeks, they are returned to the Student Evaluation and Records Branch.



Alberta EDUCATION

GRADE 12 DIPLOMA EXAMINATION RESULTS STATEMENT

ALBERTA EDUCATION IDENTIFICATION NO.	BIRTHDATE YEAR	MONTH	DAY
1234-5678-9	69	04	04

COURSE SCHOOL	COURSE CODE	COURSE NAME	SCHOOL MARK	EXAM MARK	FINAL MARK
1234	3100	English 30	40	60	50

RSM No school mark received
NA Not applicable
NW Examination not written
INC No final mark calculated

RESCORE APPLICATION DEADLINE

Reporting to Schools. At the same time that results statements are released to students, the Student Evaluation and Records Branch mails a list of student marks to each school. Statistical reports on student achievement in each diploma examination course are released as soon as possible after each administration. August examination results are reported only to accredited summer schools that offer diploma examination courses. Should you require copies of previous reports, please contact your Regional Office of Education.

Reporting to School Jurisdictions. When results statements are released to students, each jurisdiction receives a summary of marks for its students. Statistical reports to jurisdictions are released as soon as possible after each administration.

Reporting Results by Instructional Group. School jurisdictions have the option of having diploma examination results reported by instructional group, i.e. at the class level. This service is available upon written request by the superintendents for all schools under their jurisdiction. The request should be made to the Student Evaluation and Records Branch by October 30, 1987.

Reporting to the Public. A provincial report will be released in the middle of March and early September for the January and June administrations respectively.

3.23 DIPLOMA EXAMINATION REPORTS

The reports distributed by the Student Evaluation and Records Branch have been revised to reflect the combined functions of student evaluation and student records. The following chart is a comprehensive list of reports published and those discontinued, their contents and distribution. The new report, ***Individual Student Scores by Reporting Category***, will provide scores on examination sub-scales, enabling students to decide whether to request a rescore of an examination. This report will be issued to principals at the same time that results statements and transcripts are mailed to students in February and July.

DIPLOMA EXAMINATION REPORTS

The following reports will continue to be distributed by the Student Evaluation and Records Branch.

NAME OF REPORT	CONTENT	DISTRIBUTION SUPT.	DISTRIBUTION PRINC.	DISTRIBUTION STUDENTS	DIST. TIME AFTER ADMIN. (IN WEEKS)	PREVIOUS NAME (IF NAME CHANGED)
PROVINCIAL DISTRIBUTION OF MARKS	provincial distribution of student grades by course, with the final blended marks, and compared to those of one year ago	x	x		3.5	Distribution of Student Marks in Diploma Exams or "the green sheets"
LIST OF STUDENT RESULTS	school, exam, and final mark for all students, in alphabetical order					Jurisdiction Summary
	-- by school		x		3.5	
	-- by each school in a jurisdiction	x			3.5	
INDIVIDUAL STUDENT SCORES BY REPORTING CATEGORY[1]	breakdown of total raw scores to show multiple-choice and written-response raw scores obtained by all students, in alphabetical order					School or Instructional Group Report[2]: student subscale results
	-- by school		x		3.5	
	-- by each school in a jurisdiction	x			3.5	
GRADE 12 DIPLOMA EXAMINATION RESULTS STATEMENT	school, exam, and final mark in each diploma course taken by a student			x	3.5	
DIPLOMA EXAMINATION PROVINCIAL REPORT	provincial distribution of student grades by courses, provincial summary of scores by reporting category in each diploma course, multiple-choice key in each diploma course, and guidelines for interpretation	x	x		8	
JURISDICTION REPORT	summary of scores by reporting category at the jurisdiction level	x			8	
SCHOOL REPORT	summary of scores by reporting category at the school level	x	x		8	
INSTRUCTIONAL GROUP REPORT[2]	summary of scores by reporting category at the instructional group level	x	x		8	

[1]Individualized information in the report Individual Student Scores by Reporting Category should be made available to students, upon request, to aid them in determining whether to request a rescore of an examination.

[2]The Instructional Group Report is supplied when requested by the Superintendent and when applicable. It is applicable if there is more than one instructional group, usually a class, in any diploma course and group identifiers have been submitted by the school.

DISCONTINUED REPORTS

The following reports will be discontinued as of this date. Information previously provided in these reports appears already in other reports.

NAME OF REPORT	CONTENT	DISTRIBUTION SUPT.	PRINC.	STUDENTS	PRESENT LOCATION OF INFORMATION
JURISDICTION REPORTS ANALYSIS	jurisdiction distribution of student grades by course	x			Jurisdiction Report
SCHOOL SUBJECTS ANALYSIS	school distribution of student grades by course	x	x		School Report
CLASS ANALYSIS	class distribution of grades by course	x	x		Instructional Group Report

3.24 RECORDING THE RESULTS

Students must submit a formal request to obtain a high school transcript or to have a transcript forwarded to a post-secondary institution or prospective employer. If students have taken a diploma examination course or written a diploma examination more than twice, both the highest previous final mark and the most recent final mark for that course will appear on the student's transcript. Incomplete standings in a diploma examination subject, i.e. no school mark or no examination mark, are NOT shown on a transcript.

When a student has completed the prescribed courses and has accumulated the required minimum of 100 credits, Alberta Education will issue the appropriate high school diploma. The diploma will indicate the courses completed, the final marks, and the total number of credits earned at the time the diploma is issued. Any subsequent course and credit achievement is recorded only on an updated, official transcript.

3.25 APPEAL PROVISIONS

Students who are dissatisfied with a school-awarded mark may:

a. appeal to the principal under the appeal policy set by the local school board, or
b. repeat the course.

Students who are dissatisfied with a Grade 12 diploma examination mark may:

a. request in writing to the Director of the Student Evaluation and Records Branch that the examination be rescored, or
b. rewrite the examination at a later administration date.

Repeating the Course. Students may repeat the course to obtain a new school mark. In such cases, the most recent examination mark would be brought forward to be blended with the new school mark to create a new final blended mark. Please refer to Appendix C. These marks are recorded on a new results statement.

Rescoring the Examination. Students who decide to have an examination rescored must ensure that their application is RECEIVED before the deadline date specified on the results statement and pay a $20.00 fee for every examination to be rescored. If the rescoring results in an increase of 5% or more in the diploma examination mark, the $20.00 fee will be refunded. When students are being advised as to the advantage of rescoring, it is important to inform them that the amount of change in rescored examination marks, on the average, has been quite small. THE MARK RESULTING FROM RESCORING WILL BE THE FINAL EXAMINATION MARK WHETHER THE MARK IS LOWERED OR RAISED. The most recent school mark will be brought forward to be blended with the rescored examination mark and recorded on a new results statement. Please refer to Appendix C. Rescore requests must be RECEIVED no later than March 15, August 15, and September 19 for the January, June, and August 1988 administrations respectively. School officials will be notified of the rescore marks for their students by way of a photocopy of the results statement sent to their students.

Rewriting the Examination: Students may rewrite a diploma examination to improve their mark at any regularly scheduled administration. Students must fill out an application form to register to rewrite in January or June. Application forms may be obtained from high schools, from the Regional Offices of Alberta Education, or from the Student Evaluation and Records Branch. There is no fee for rewriting a diploma examination.

Students who wish to rewrite a diploma examination must notify the principal of the high school in which they intend to write. The principal must be so advised one month prior to the writing date to ensure that space and examination materials will be available. Students wishing to write or rewrite an examination in August will not be registered prior to the administration date of each diploma examination.

Students who choose to rewrite a diploma examination will have the most recent school mark brought forward and blended with the new examination mark to create a final blended mark. These marks will be recorded on a new results statement (refer to Appendix C). Students may NOT rewrite only one part of the English 30, English 33, or Langue et Littérature 30 examination. Students who rewrite an English 30, English 33, or Langue et Littérature 30 examination must rewrite BOTH parts of the examination.

3.26 ADMISSION TO POST-SECONDARY INSTITUTIONS

Students who plan to attend a post-secondary institution should consult the institution's calendar regarding admission requirements and plan their high school programs accordingly. Application forms for transcripts are available from Alberta Education or from any post-secondary institution. Students may request that official transcripts be sent directly to any institution or employer by completing the Transcript Application Form. Please note that marks from the January, June, and August administrations will not be available before February 24, July 22, and August 30 respectively.

4. Procedures for Administration and Marking

4.1 DISTRIBUTION, ADMINISTRATION, AND COLLECTION OF EXAMINATIONS

For the January and June writings, each school board is responsible for the distribution, administration, and collection of the diploma examinations within its jurisdiction.

Principals must confirm student registration in diploma examination courses by completing the registration checklist sent to schools in October 1987 and February 1988. This checklist, and any completed application forms, must be submitted to the Student Evaluation and Records Branch prior to the deadlines established for each examination registration.

The administration of diploma examinations within each school is the direct responsibility of the principal. Generally, the principal of the school in which the examinations are administered is designated Chief Presiding Examiner. Persons designated Chief Presiding Examiners should acquaint themselves with *Examination Regulation 531/82* (refer to Appendix F), which must be strictly observed.

Unless the circumstances are exceptional, a presiding examiner may not be a teacher of the course being supervised. To depart from this rule, a principal must obtain approval from the Director of Student Evaluation and Records Branch. Refer to Appendix B for the rules governing the administration of the diploma examinations.

Once the scheduled examinations have been administered, the school board is responsible for collecting all examination materials and forwarding them to the Student Evaluation and Records Branch. Further details regarding the administration and shipping procedures of diploma examinations can be found in the Guidelines for Administration. This publication is distributed one month prior to the administration and is also enclosed with the shipment of examinations. For all private schools, the Regional Offices of Alberta Education assume the responsibilities of school boards.

4.2 SUBMISSION OF SCHOOL-AWARDED MARKS

School-awarded marks must be delivered to the Student Evaluation and Records Branch or to the Regional Offices of Alberta Education no later than 4:00 p.m. on January 25 and June 21, 1988, or if mailed, to be postmarked no later than these dates. Principals must inform all students of their school marks by these dates. School-awarded marks shall be in percentage points rounded to the nearest whole number and shall be entered on the School Marks Checklist.

4.3 MARKING OF EXAMINATIONS

Teachers are designated to mark the written-response sections of the examinations. To be eligible to mark, a teacher must have taught the course for two or more years, be currently teaching the course, and have a valid Alberta Permanent Professional Certificate. To be selected as markers by the Student Evaluation and Records Branch, teachers must be recommended by their superintendent. Teachers interested in being recommended as markers should contact their superintendent as early as possible in September.

Superintendents are requested to provide the Student Evaluation and Records Branch with their recommendations of eligible markers by October 16, 1987 for January and by April 15, 1988 for July and August. Teachers selected as markers for the January, July, and August marking sessions will be notified by December 15, May 16, and June 15 respectively. It is expected that one teacher will be recommended for every 40 students registered to write English 30, English 33, and Social Studies 30. In each of the other subjects it is expected that one teacher will be recommended for every 100 students registered to write the examinations. Teachers will also be required to mark Langue et Littérature 30.

4.4 MARKING DATES

	January 1988 Administration	June 1988 Administration	August 1988 Administration
English 30 (A)	January 25-30	July 4-13	August 18-20
English 33 (A)	January 25-30	July 4-11	August 19-20
Social Studies 30	February 3-6	July 4-8	August 19-20
Biology 30	February 3-6	July 11-13	August 19-20
Chemistry 30	February 3-6	July 11-13	August 19-20
Mathematics 30	February 3-6	July 11-13	August 19-20
Physics 30	February 3-6	July 11-13	August 19-20
Langue et Litt. 30 (A)	January 28-29	July 4-8	August 19-20

Appendix A

ALBERTA EDUCATION MANAGEMENT OF THE AWARDING OF RETROACTIVE CREDITS

BACKGROUND

A new provision was introduced in the 1986-87 school year with respect to students who change program routes from the 10-20-30 series to the next higher course in an alternative program route in English, Mathematics, or French. According to this policy, students who fail to achieve a mark of 50 per cent in a course in a 10-20-30 program may continue at the next higher level in an alternative program route (e.g., Mathematics 10 to Mathematics 23) subject to the approval of the school principal and in accordance with policies established by each School Board. In such instances, students who successfully complete the next higher level course (e.g., Mathematics 23) will be granted credit in the prerequisite course in that sequence (i.e. Mathematics 13).

A letter issued by Alberta Education on March 30, 1987 requested that high school principals recommend retroactive credits and report to Alberta Education the names of students who qualified under this provision.

Since this initial announcement, many school administrators have strongly recommended that Alberta Education undertake the management of awarding retroactive credits. This would ensure an equitable and prompt updating of student records. Also, for technical reasons, responsibility for awarding retroactive credits in English 23 and the awarding of retroactive credits for mature students already resides with Alberta Education. A computer program to perform this additional task is already in place.

CHANGE IN PROCEDURE

In future, Alberta Education will assume responsibility for managing the awarding of all retroactive credits. Our computer will automatically identify students who are eligible for retroactive credits. IT WILL NOT BE NECESSARY FOR PRINCIPALS TO REPORT TO ALBERTA EDUCATION ELIGIBILITY ON THE NON-DIPLOMA EXAMINATION RESULTS STATEMENT AS STATED ON PAGE 19 OF THE 1987-88 JUNIOR-SENIOR HIGH SCHOOL HANDBOOK.

We will advise school principals whenever the policy of retroactive credits applies to a student's record. Accordingly, we recommend that school administrations devise a method of informing students when such additions are made.

With this change in procedures, principals will retain the responsibility for determining eligibility for promotion according to school board policy, for programming students into higher level courses, and for reporting to students their final marks in the alternative higher level course.

CONDITIONS FOR AWARDING RETROACTIVE CREDITS

A student will be awarded retroactive credits automatically by Alberta Education when all of the following criteria are met:

1. The student is registered by the principal in an approved course and receives instruction in the course in Semester "A" or Year "A";

2. At the end of Semester "A" or Year "A", the principal reports to the Student Evaluation and Records Branch that the student has FAILED in the registered course. (A mark of less than 50 per cent must be reported to the Student Evaluation and Records Branch and recorded on the student's file in order for the student to be eligible for retroactive credits.)

3. Pursuant to a specific School Board promotion policy, the student is registered by the principal in the next higher level course in an alternative program route in the following Semester "B" or Year "B"; and

4. The principal subsequently submits to Student Evaluation and Records Branch, in the appropriate reporting period for Semester "B" or Year "B", a pass mark in the higher level alternative course completed.

Please note that, in the above criteria, the reference to "Semester/Year A" and "Semester/Year B" is intended to emphasize that sequential registration and instruction are essential requirements of the new provision.

ELIGIBLE COURSES

The following list identifies the courses eligible for retroactive credits under this new provision.

SYSTEM MANAGED COURSES FOR RETROACTIVE CREDITS

REGISTERED COURSE REPORTED FAILED SEMESTER/YEAR: A	ALTERNATIVE PROGRAM COURSE PASSED SEMESTER/YEAR: B	COURSE ELIGIBLE FOR RETROACTIVE CREDITS SEMESTER/YEAR: B
MATHEMATICS		
Mathematics 10	Mathematics 23	Mathematics 13
Mathematics 13	Mathematics 25	Mathematics 15
Mathematics 20	Mathematics 33	Mathematics 23
ENGLISH		
English 10	English 23	English 13
English 20	English 33*	English 23
FRENCH		
Langue et Litt 10	French 20N	French 10N
French 10N	French 20S	French 10S
French 10S	French 20	French 10
Langue et Litt 20	French 30N	French 20N
French 20N	French 30S	French 20S
French 20S	French 30	French 20

*Diploma Examination Course

Please contact Michael Robinson at 427-5306 for any clarification relating to Alberta Education's management of retroactive credits.

We look forward to your assistance and co-operation in the successful implementation of this policy.

Appendix B

EXAMINATION RULES

Each candidate should be thoroughly familiar with these rules. Violation of any examination rule will prevent the marking of the candidate's examination. As well, the candidate may be prevented from writing any other Alberta Education examination for a period of one year.

1. Candidate Identification
   Personal identification with a signature and a photograph will be requested. One of the following documents will be acceptable: driver's licence, passport, or students' union card.

2. Time
   Examinations must be written during the specified times. Candidates may not hand in a paper until at least one hour of the examination time has elapsed.

3. Entrance to the Examination Room
   Candidates may not enter or leave the examination room without the consent of the presiding examiner. Candidates who arrive more than one hour after the starting time for an examination will be allowed to write only if, in the opinion of the presiding examiner, there are extenuating circumstances.

4. Material Exchanges
   Neither copying nor exchanging of material between candidates is allowed. No notes, papers, or books may be brought into the examination room (for exceptions see #9 below). Candidates must not talk, whisper, or exchange signs with one another.

5. Discussion
   Candidates may not discuss the examination with the presiding examiner, except when the examination is incomplete or illegible.

6. Answer Sheets
   Only an HB pencil may be used to record answers on the multiple-choice answer sheet.

7. English Examinations
   All work for the English 30 Part A, English 33 Part A, and Langue et Littérature 30 Partie A examinations must be done in the examination booklet. Candidates must write their revised work in blue or black ink.

8. Identification on Examinations
   Only the identification requested is to be entered on the examination booklet.

9. Aids Allowed
   English 30 and English 33: An English dictionary and a thesaurus may be used for Part A only. Langue et Littérature 30: A French language dictionary may be used for Partie A only. Mathematics 30, Chemistry 30, and Physics 30: A separate data booklet will be provided for each of these examinations.
   Slide rules, pocket calculators, rulers, and protractors may be used in ALL examinations, but may NOT be shared by candidates.

10. Materials
    Candidates must provide their own writing materials including pens, HB pencils, calculators, slide rules, protractors, or other necessary instruments. Tear-out pages for rough work are provided in each biology, chemistry, mathematics, and physics examination booklet.

Appendix C

REVISED STATEMENT OF HIGH SCHOOL DIPLOMA EXAMINATION PROCESSING

Effective February 1986

The processing of these examinations and the issuance of the results statements and transcripts are subject to specific policies determined by the types of students writing.

I. TYPES OF STUDENTS

For examinations, students are classified as:

1. Regular Students

   A regular student is one who is less than 20 years of age and has been in continuous attendance at school.

2. Students With Mature Status

   A student with mature status is any person who meets one of the following requirements as of September 1, 1987:

   a. is twenty years of age or older; or
   b. is nineteen years of age, and who has been out of school the eight consecutive months prior to September 1 with the exception of courses taken by correspondence, private study, or summer school; or
   c. is the holder of a previously-awarded Alberta High School Diploma or equivalent, from any jurisdiction, acceptable to the Minister.

   You are asked to note carefully the following definitions implicit to the above regulations:

   The school year is September 1 to August 31.

   Students are deemed to be in school if their Alberta High School Student Record lists a high school course completed within the eight month period, other than by correspondence, private study, or summer school.

   Mature Student Status is granted effective September 1 for the subsequent school year. All the necessary criteria must be satisfied prior to September 1 in any year.

II. CALCULATION OF FINAL MARKS

The manner in which final marks are calculated is dependent upon a number of variables determined by the background and age of the students. The students may be categorized into three broad groups, each of which has subgroups dependent upon the students' status:

1. Student Registered for Classroom Instruction

   Most students writing diploma examination subjects are either registered at an accredited Alberta High School or at the Alberta Correspondence School. The school mark which is forwarded by the school is used in the blending process subject to the following distinctions:

   a. Regular Students -- For all regular students the school mark (SM) and the examination mark (EM) are combined on a 50/50 basis to calculate the final score.

b. Students With Mature Status -- For students with mature status the school mark is used in the blending process only if it is greater than the examination mark. If the school mark is lower than the examination mark, the school mark is disregarded, and the examination mark becomes the final mark. In both cases, all three marks will appear on the results statements.

EXAMPLE	SM	EM	FINAL
Student A (Regular)	60	70	65
Student B (Mature)	60	70	70
Student C (Mature)	80	70	75

2. Students Not Registered for Classroom Instruction But Writing a Diploma Examination

Some students are permitted to write a diploma examination without taking classroom instruction. These students are either students rewriting an examination or students with mature status challenging an examination mark. If, during the blending process, situations are encountered where a current examination mark is present but no current school mark is found, the student's achievement record is analysed to determine if a school mark has been previously issued. If a school mark has been previously assigned (in the present or previous school year), that mark, or, if more than one is found, the most recent mark is pulled forward and used in the blending process subject to the following groupings:

a. Regular Students
For regular students the school mark is pulled forward and combined with the examination mark on a 50/50 basis to obtain a new final mark.

b. Students With Mature Status
For students with mature status the school mark is pulled forward only if it is greater than the examination mark. It is then combined with the examination mark on a 50/50 basis to obtain the final mark. If the examination mark is greater than the school mark, the school mark is disregarded and the examination mark is the final mark.

EXAMPLE	SM	EM	FINAL
Student A (Regular)	70*	60	65
Student B (Mature)	80*	70	75
Student C (Mature)	(65)**	70	70

* school mark pulled forward
**school mark not pulled forward

If a student has written a diploma examination subject, and no school mark is found to exist for the current or previous school year, processing occurs as follows:

a. Regular Students
For regular students an NSM (no school mark) is recorded and an INC(incomplete) is assigned as the final mark.

b. Mature Students
For mature students the examination mark is assigned as the final mark.

EXAMPLE	SM	EM	FINAL
Student A (Regular)	NSM	70	INC
Student B (Mature)	NA	60	60

3. Students Registered for Classroom Instruction But Not Writing the Concurrent Diploma Examination

If a student has been issued a school mark and is missing a current examination mark, the achievement record is analysed for the presence of an examination mark earned in the current or previous school year. If one is found, or, if more than one is found, the most recent mark is pulled forward and combined with the school mark on a 50/50 basis, REGARDLESS OF WHETHER OR NOT THE STUDENT HAS MATURE STATUS. Mature status is analysed only when an examination is written. If no eligible examination mark is found, the final mark is assigned as an INC (incomplete).

EXAMPLE	SM	EM	FINAL
Student A (Regular)	70	60*	65
Student B (Mature)	50	60*	55
Student C (Mature)	80	70*	75
Student D (Mature)	65	NW**	INC

*examination mark pulled forward
**NW – not written

III. SPECIAL CASES

A few students cannot write a diploma examination due to illness, bereavement, etc. In such cases the principal should submit a letter stating the circumstances with suitable documentation, including a Certificate of Illness if possible, and make a recommendation to the Executive Secretary of the Special Cases Committee. Depending upon the circumstances, this committee may:

1. reject the recommendation,
2. assign the school mark as the final mark,
3. adjust the weighting to a 75/25 basis for combining the school mark and the completed component of the English examination to calculate the final mark.

IV. TRANSCRIPTS

A transcript is produced upon the request of a student. Since this document is a record of achievement, it shows the following:

1. for each subject, the course name, language of instruction, year completed, school code, credit earned, and mark achieved,
2. for each diploma examination subject, the three marks (school, examination, and final).

Transcripts with the above information will constitute a complete record for most students. However, the following exceptions should be noted:

1. transcripts will show only one mark for those subjects completed prior to September 1, 1984, but which are now diploma examination subjects,
2. results in diploma examination subjects will be recorded on the transcript only if a final mark has been calculated, (i.e. no record containing an INC will be shown),
3. if a student repeats any course, both records are shown on the transcript. However, if there are three or more occurrences of the same course on file, the transcript will show:
   (a) the most recently completed record, and
   (b) the previous record containing the highest final mark.

V. DIPLOMAS

Diplomas are issued at the end of each semester (February and August) and again in November. Since there are three types of diplomas (General Diploma, Advanced Diploma, and the Advanced Diploma with Excellence) it is possible for a student to be issued a General Diploma in February and, by upgrading his/her academic record, an Advanced Diploma in August. Refer to page 2 for a description of the Advanced Diploma requirements.

Since 1986, those subjects used in meeting the requirements for a diploma are printed on the reverse side of the diploma. In this printing only the names of the courses and marks achieved at the time the diploma is issued are shown. The total accumulated credits earned are indicated below this record.

Appendix D

POLICY
SPECIAL EXAMINATION PROVISIONS
FOR LEARNING DISABLED STUDENTS

INTRODUCTORY STATEMENT

The *Goals of Basic Education for Alberta* identify "competency in reading and writing" as the first of the six Goals for Schooling. As a result, the Program of Studies statements for language arts include reading and writing as major objectives for all students. The Diploma Examination Program requires those students wishing an Alberta High School Diploma to demonstrate their competency in reading and writing along with other skills and knowledge. Furthermore, there is a widespread expectation on the part of members of the public persons having a high school diploma will in fact be competent in reading and writing.

At the same time, many students who are learning disabled possess the ability to understand, synthesize, and communicate ideas, but are unable to demonstrate these skills through the conventional modes of print and the written word.

Because of its commitment to the provision of equitable access to educational opportunities for all students, Alberta Education is obliged to make every reasonable effort to meet the needs of all Alberta students where diploma examination writing is concerned. To that end, Alberta Education has developed the following policy that acknowledges some of the special needs of those learning disabled students who wish to take diploma examinations.

The policy statement, guidelines, and procedures are designed to ensure that provisions for meeting the special needs of learning disabled students are applied equitably. Concurrently, the policy is intended to ensure that the goals of the Program of Studies are maintained and that the meaning of the high school diploma is not jeopardized.

The fundamental principles upon which the policy statement is based are these:

1. Learning disabled students must be given a reasonable opportunity to demonstrate their competencies in diploma examination subjects.

2. The special assistance allowed a learning disabled student in completing a diploma examination must not result in any misinterpretation of that student's subsequent high school diploma.

3. Fairness to learning disabled students should take into account perceived fairness to other students.

4. The most current and professionally interpreted assessment of a student's learning disability must accompany the request for special examination-taking provisions in order to ensure equity in allowing exceptions to the usual conditions.

5. Special writing provisions should parallel as much as possible any special classroom and/or school procedures used to assist those students who are identified as having learning disabilities.

6. Marking procedures, evaluation criteria, and scoring standards should be the same for those students who take diploma examinations under special conditions as for all students.

7. Requests on behalf of students who require special consideration for taking diploma examinations should be made with the knowledge and consent of the student and his or her parents.

POLICY

In accordance with principles of equity, Alberta Education will, for learning disabled students who wish to take diploma examinations, approve exceptions to the usual procedures.

GUIDELINES

1. Exceptions to usual procedures for taking diploma examinations may be approved for learning disabled students in order that they are given the opportunity to demonstrate their competencies in an appropriate manner.

2. For the purposes of this policy, learning disabled students are individuals who manifest no sensory or motor impairment yet suffer from a chronic disorder that may have as its basis either an identifiable or inferred central nervous system dysfunction. Such students are likely to be underachieving relative to their learning potential as indicated by a combination of standardized achievement measures and individual ability assessments.

3. Requests for special writing circumstances for learning disabled students should include the following documentation:

   3.1 Test data from individual ability measures (e.g. WISC-R or Stanford-Binet) and from standardized achievement tests (e.g. Canadian Achievement Test or the Canadian Test of Basic Skills). Individual ability data should have been compiled within two years prior to application. Standardized achievement test data should have been compiled within five years, and should have been gathered at least twice in order that instructional and motivational factors can be ruled out as causing the results.

   3.2 Individual ability and achievement tests should be administered and interpreted by a clinician qualified in child development and in psycho-educational assessment. There should be evidence in the test data that the student's estimated learning potential is within the average group for the subject in question even though his or her performance may be below potential.

   3.3 A description of the special assistance usually given to the student during the course of instruction and during regular evaluation in the school should be provided. Anecdotal references to previous school experiences would also be useful.

   3.4 A recommendation for the type of examination writing situation that most closely parallels the assistance usually given to the student should accompany the request for special examination-taking provisions.

4. Special provisions for learning disabled students may include one or more of the following:

   4.1 services of a scribe;
   4.2 tape recorded versions of examinations to accompany printed versions (the necessity to permit a reader is obviated by this provision);
   4.3 use of a word processor or typewriter;
   4.4 use of a tape recorder or dictaphone in lieu of a scribe;
   4.5 additional writing time;
   4.6 other adjustments as approved by the Director of Student Evaluation and Records Branch on request.

5. Requests for permission to use a word processor as in #4.3 should be accompanied by the name and complete description of the word processing software to be used. The assistance of spell-check, grammar or punctuation scans, on-line thesaurus, or style guides is not permitted.

6. Approval of extra writing time will be based on the practice normally followed by the school in evaluating the student. Ordinarily, the provision of extra time will be limited to one hour. To spare the student from spending unreasonable lengths of time on the examination (e.g. five hours or more) the total writing time, generally, should not exceed twice the scheduled time.

7. Special provisions actually followed during the examination should be documented and submitted to the Student Evaluation and Records Branch as part of the chief presiding examiner's statement of examination procedures.

8. If special provisions were approved but not used by the student, the chief presiding examiner's statement should indicate that the special provisions were not used.

9. Alberta Education will indicate on the transcript of marks the special circumstances that were allowed and utilized in the writing of a particular examination.

PROCEDURES

1. Teachers will identify those students who qualify for special examination writing provisions and will inform the principal of the special assistance those students normally receive. This should be done at the beginning of each school term.

2. At the request of the teacher, and with the full knowledge and consent of the student and his or her parents, the principal will:

   2.1 make application for exceptions to normal examination writing procedures to the Director of Student Evaluation and Records Branch on behalf of the student;
   2.2 submit the application as soon as possible during the term of instruction so that there will be adequate time for decisions to be made fairly, and for special requests to be accommodated once approval is given;

2.3 provide thorough and current documentation concerning a student's learning disability (see Guidelines 3.1, 3.2);
2.4 recommend the most appropriate type(s) of intervention for the student (see Guideline 3.4).

3. Once approval for intervention is received, the chief presiding examiner is responsible for:

3.1 ensuring that the approved procedures have been appropriately carried out, and that examination security has been maintained;
3.2 submitting a signed description of the procedures followed to assist the student;
3.3 including in the statement of examination proceedings details regarding the amount of additional time used by the student, and verifying that no more than the approved amount of additional time was used;
3.4 including in the statement of examination proceedings details regarding approved special provisions that were NOT used;
3.5 appointing a scribe as approved; arranging for appropriate space for scribe, student, and observer; and verifying the accuracy of the scribe's statement of procedure;
3.6 ensuring that necessary hardware and software (e.g. tape recorders, earphones, microphones, word processors) are available, in working order, and in a space appropriate for writing the examination;
3.7 ensuring that security of tape recorded examinations is maintained, and that all tape recordings are returned to the Student Evaluation and Records Branch.

4. Should a scribe be appointed, the scribe is responsible for:

4.1 recording the student's work with NO change of any kind;
4.2 presenting a signed description of the procedures that were followed by the scribe to the chief presiding examiner for inclusion with his or her statement of examination proceedings.

5. A scribe may not:

5.1 ask leading questions;
5.2 provide suggestions or interpretations of any kind;
5.3 correct spelling or grammar;
5.4 make any changes to the student's work unless directed to do so by the student.

POLICY
SPECIAL EXAMINATION PROVISIONS
FOR PHYSICALLY DISABLED STUDENTS

INTRODUCTORY STATEMENT

Because of its commitment to the provision of equitable access to educational opportunities for all students, Alberta Education is obliged to make every reasonable effort to meet the needs of all Alberta students where diploma examination writing is concerned. To that end, Alberta Education has developed the following policy that acknowledges some of the special needs of physically disabled students who wish to take diploma examinations.

The policy statement, guidelines, and procedures are designed to ensure that provisions for meeting the special needs of physically disabled students are applied equitably. At the same time, the policy is intended to ensure that the goals of the Program of Studies are maintained, and that the meaning of the high school diploma is not jeopardized.

The fundamental principles upon which the policy statement is based are these:

1. Physically disabled students must be given a reasonable opportunity to demonstrate their competencies in diploma examination subjects.

2. The special assistance allowed a physically disabled student in completing a diploma examination must not result in subsequent any misinterpretation of that student's subsequent high school diploma.

3. Fairness to physically disabled students should take into account fairness to other students.

4. Confirmation by a physician or surgeon that a student's physical disability requires taking diploma examinations with special provision must accompany a request for special circumstances.

5. Special writing provisions should parallel as much as possible any special classroom and/or school procedures used to assist those students who have physical disabilities.

6. Marking procedures, evaluation criteria, and scoring standards should be the same for those students who take diploma examinations under special conditions as for all students.

7. Requests on behalf of students who require special consideration for taking diploma examinations should be made with the knowledge and consent of the student and his or her parents.

POLICY

In accordance with principles of equity, Alberta Education will, for physically disabled students who wish to take diploma examinations, approve exceptions to the usual procedures.

GUIDELINES

1. Exceptions to usual procedures for taking diploma examinations may be approved for physically disabled students in order that they are given the opportunity to demonstrate their competencies in an appropriate manner.

2. For the purposes of this policy, physically disabled students are individuals who suffer from a permanent or long-standing disability such as vision impairment, a paraplegic or quadraplegic condition, hearing loss, cerebral palsy, etc.

   OR

   Physically disabled students are those who incur a temporary but disabling injury that will interfere with normal examination writing (e.g. a broken writing hand).

3. Requests for special writing circumstances for physically disabled students should include the following documentation:

   3.1 For students with long-term physical disabilities, current medical reports with respect to examination taking should be presented. Such reports should be interpreted and signed by a medical doctor.
   3.2 For students suffering from temporary disabilities, a similar medical report interpreted and signed by a medical doctor should accompany the request.
   3.3 A description of the special assistance usually given to the student with a long-term disability during the course of instruction and during regular evaluation in the school should be provided. Anecdotal references to previous school experiences would also be useful.
   3.4 A recommendation describing the type of examination-writing situation that most closely parallels the assistance usually given to the long-term disabled student should accompany the request for special examination-taking provisions.
   3.5 A recommendation for the most appropriate type of examination writing assistance for the temporarily disabled student should accompany the request for special provisions.

4. Special provisions for physically disabled students may include one or more of the following:

   4.1 services of a scribe;
   4.2 services of a person skilled in using sign language to sign examination questions only;
   4.3 tape recorded versions of examinations accompanying printed versions (the necessity to permit a reader is obviated by this provision);
   4.4 specially printed examinations (e.g. large print, braille);
   4.5 use of a word processor, typewriter, or versabrailler;
   4.6 use of a tape recorder or a dictaphone in lieu of a scribe;
   4.7 additional writing time;
   4.8 exemption from writing; and
   4.9 other adjustments as approved by the Director of Student Evaluation and Records Branch on request.

5. Requests for permission to use a word processor as in #4.5 should be accompanied by the name and complete description of the word processing software to be used. The assistance of spell-check, grammar or punctuation scans, on-line thesaurus, or style guides is not permitted.

6. Approval of extra writing time will be based on the practice normally followed by the school in evaluating the student. Ordinarily, the provision of extra time will be limited to one hour. To spare the student from spending unreasonable lengths of time on the examination (e.g. five hours or more) the total writing time, generally, should not exceed twice the scheduled time.

7. Special provisions actually followed during the examination should be documented and submitted to the Student Evaluation and Records Branch as part of the chief presiding examiner's statement of examination procedures.

8. If special provisions were approved but not used by the student, the chief presiding examiner's statement should indicate that the special provisions were not used.

9. Alberta Education will indicate on the transcript of marks the special circumstances that were allowed and utilized in the writing of a particular examination.

PROCEDURES

1. Teachers will identify those students who qualify for special examination writing provisions and will inform the principal of the special assistance those students normally receive. This should be done at the beginning of each school term when possible.

2. At the request of the teacher, and with the full knowledge and consent of the student and his or her parents, the principal will:

   2.1 apply for exceptions to normal examination writing procedures to the Director of Student Evaluation and Records Branch on behalf of the student;
   2.2 submit the application as soon as possible during the term of instruction so that there will be adequate time for decisions to be made fairly, and for special requests to be accommodated once approval is given;
   2.3 provide thorough and current documentation concerning a student's physical disability (see Guidelines 3.1, 3.2);
   2.4 recommend the most appropriate type(s) of intervention for the student (see Guideline 3.4, 3.5).

3. Once approval for intervention is received, the chief presiding examiner is responsible for:

   3.1 ensuring that the approved procedures have been appropriately carried out, and that examination security has been maintained;
   3.2 submitting a signed description of the procedures followed to assist the student;

3.3 including in the statement of examination proceedings details regarding the amount of additional time used by the student, and verifying that no more than the approved amount of additional time was used;
3.4 including in the statement of examination proceedings details regarding approved special provisions that were NOT used;
3.5 appointing a scribe or sign language interpreter as approved; arranging for appropriate space for scribe, student, and observer; and verifying the accuracy of the scribe's or interperter's statement of procedure;
3.6 ensuring that necessary hardware and software (e.g. tape recorders, earphones, microphones, word processors) are available, in working order, and in a space appropriate for examination-taking;
3.7 ensuring that security of tape recorded examinations is maintained, and that all tape recordings are returned to the Student Evaluation and Records Branch.

4. Should a scribe be appointed, the scribe is responsible for:

4.1 recording the student's work with *NO* change of any kind;
4.2 presenting a signed description of the procedures that were followed by the scribe to the chief presiding examiner for inclusion with his or her statement of examination proceedings.

5. A scribe or a sign language interpreter may not:

5.1 ask leading questions;
5.2 provide suggestions or interpretations of any kind;
5.3 correct spelling or grammar;
5.4 make any changes to the student's work unless directed to do so by the student.

Appendix E

CERTIFICATE of ILLNESS

I hereby certify that:

PATIENT'S NAME:_____ is/was under my care and attention from_____ to_____ and in my opinion is/was unable to write his/her Alberta High School Diploma Examination(s) during the above period for valid medical reasons.

Additional information as deemed appropriate:

_____

_____

_____

DOCTOR'S NAME (please print):_____

DOCTOR'S SIGNATURE:_____ DOCTOR'S OFFICIAL STAMP

DATE:_____

STUDENT: Please have the certificate completed by your doctor and then submit the validated certificate to your principal.

PRINCIPAL:

I recommend that this candidate:

☐ be granted an exemption in (diploma examination)_____

☐ be granted a partial exemption in (diploma examination)_____

☐ write at the next administration (diploma examination)_____

COMMENTS:

_____

_____

_____

SCHOOL:_____ SCHOOL CODE:_____ PHONE NUMBER:_____

PRINCIPAL'S NAME (please print):_____

PRINCIPAL'S SIGNATURE:_____ DATE:_____

HOME PHONE NUMBER:_____

Please submit completed certificate to: SCHOOL'S OFFICIAL STAMP

The Executive Secretary
Special Cases Committee
Alberta Education
11160 Jasper Avenue
Edmonton, Alberta
T5K 0L2

0035B

Appendix F

Alberta Regulation 531/82
Amended: A.R. 324/83, M.O. 51/87
Examination Regulation

1 In this regulation,

(a) "board" includes a board of education of a county, a school committee under the *Municipal and School Administration Act* and a person or group approved as a board by the Director;
(b) "candidate" means a person who writes an examination under this regulation;
(c) "Director" means the Director of Student Evaluation Branch;
(d) "examination" means an examination that is approved by the Minister;
(e) "examination materials" means papers, answer sheets, tapes and any other materials supplied by the Director for the purposes of an examination;
(f) "examiner" means a person appointed under section 7(1);
(g) "writing centre" means a school or other facility designated by the Director as a place where examinations will be written.

2(1) The Director may issue a directive in writing with respect to an examination prescribing the following:

(a) the subject matter of the examination;
(b) the qualifications required for a person to be a candidate;
(c) the writing centre, date and time at which the examination will be conducted;
(d) the date before which an application shall be received by the Director in order for the applicant to be a candidate for the examination;
(e) the fee, if any, required to be paid by a candidate;
(f) the place to which appeals and applications may be sent or delivered to the Director.

(2) The Director shall send a copy of the directive to each board and may require a board to conduct the examination.

(3) The Director may waive any time limits imposed in a directive.

3(1) A board shall conduct the examination in accordance with this regulation and the directive.

(2) The principal of a school designated as a writing centre shall be the chief presiding examiner for the examination.

(3) If the principal of a school designated as a writing centre is unable to act or the examination is being held in a building that is not a school, the board shall appoint a chief presiding examiner approved by the Director.

4(1) The chief presiding examiner shall keep all examination materials secure and is responsible for the security, supervision and conduct of the examination.

1985 08 09

(2) The chief presiding examiner may appoint 1 or more presiding examiners to administer and supervise the examination.

(3) If the chief presiding examiner appoints as a presiding examiner a teacher who is an employee of the board, that teacher shall act as a presiding examiner.

(4) The chief presiding examiner shall deliver the examination materials to the Director in accordance with the Director's instructions after the examination is concluded.

5(1) A person may apply to be a candidate to write an examination

(a) in the form approved by the Director, and
(b) in accordance with the directive in respect of that examination.

(2) The fee, if any, for the examination shall accompany the application.

(3) The Director may approve an examination as being one for which no prior application is required from a candidate.

6(1) A handicapped candidate may apply to the board to have a scribe appointed by the chief presiding examiner to assist him during the examination.

(2) A scribe shall not be a relative, teacher or former teacher of the handicapped candidate.

(3) A scribe shall attend at the writing centre during the examination and assist the handicapped candidate in accordance with the appointment by the chief presiding examiner.

7(1) The Director shall appoint 1 or more examiners for each examination to design, prepare, score or rescore the examination or any part of it.

(2) An examiner shall hold a valid teaching certificate issued under the *Department of Education Act*.

(3) The Director may appoint 1 or more persons to prepare an evaluation guide to assist teachers in the interpretation of examination results.

8(1) Unless he is authorized to do so by the Director, no person shall

(a) read an examination paper or answer sheet before an examination commences,
(b) copy or otherwise duplicate all or any part of an examination paper or answer sheet,
(c) suggest or provide answers to a candidate during an examination, or
(d) remove any examination materials from the examination room.

(2) No person shall

(a) write or attempt to write an examination under a false or fictitious identity nor knowingly provide false information on an application form,

(b) read or attempt to read a candidate's examination paper, answer sheet or any portion of them, during an examination or before they are returned to the Department unless he is appointed as a scribe for that candidate,

(c) bring into an examination room any materials or aids that may assist a candidate with the examination, other than materials or aids that are expressly permitted by the Director,

(d) communicate or attempt to communicate in any manner with a candidate during the examination unless he is appointed as a scribe for that candidate,

(e) tamper with any of the examination materials required in connection with an examination, or

(f) enter or leave the examination room without the consent of the presiding examiner.

(3) Notwithstanding subsection 2(d), the presiding examiner may communicate with a candidate on a matter other than the subject matter of the examination.

9 The presiding examiner may evict any person who contravenes section 8 from the examination room.

10(1) The chief presiding examiner, at the conclusion of the examination period, shall sign a statement indicating

(a) that the examination was administered and supervised without incident in accordance with the regulations and the directives of the Director, or

(b) that the examination was administered and supervised in accordance with the regulations and the directives of the Director except for noted incidents or special, irregular or unusual circumstances.

(2) If the chief presiding examiner signs a statement under subsection (1)(b), the Director may

(a) declare that the examination is invalid in respect of any or all of the candidates and that the relevant answers will not be scored, or

(b) make any other decision in respect of the examination or a candidate that he considers necessary.

(3) The Director shall notify the candidate of his decision under subsection (2) as soon as possible.

(4) If a decision is made under subsection (2), a candidate may apply to the Director to have his examination answers scored notwithstanding that the examination has been declared invalid or the answers were not completed by the candidate.

(5) An application under subsection (4) shall be made in writing, and delivered to the Director not more than 30 days after the date on which the Director's decision was made.

(6) If a decision is made under subsection (2), a candidate to whom that decision applies shall be entitled to be a candidate for any examination on the same subject that is conducted within 18 months following the date on which the decision is made.

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11(1) A candidate who was evicted from an examination may appeal that eviction in writing to the Director not more than 7 days after the eviction.

(2) An appeal under subsection (1) shall include a statement as to why the candidate should not have been evicted.

(3) The Director, on receiving the appeal under subsection (1) from the chief presiding examiner, may

(a) confirm the eviction,
(b) uphold the appeal and require the candidate's answer to be scored, or
(c) permit the candidate to write another examination in the same subject at a time and place prescribed by the Director.

12 Notwithstanding section 10(6), if a candidate contravenes section 8, he shall not write an examination in any subject for a period of not less than 1 year after the date of the contravention unless he is permitted to do so by the Director.

13(1) The Director may send a candidate a statement of the results of the scoring of the answer to the examination forthwith after he receives those results from the examiner.

(2) A candidate may apply to the Director to have his answers to the examination rescored.

(3) An application under subsection (2) shall be in writing, accompanied by a fee of $20.00 and delivered to the Director no later than the date indicated on the results statement for that particular sitting of the examination.

(4) The Director, on receiving the application under subsection (2), shall cause the candidate's answer to be re-evaluated and rescored and shall send the candidate a statement of the results of the re-evaluation and rescoring forthwith after he receives the results from the examiner.

(5) A re-examination and rescoring made under subsection (4) is final.

(6) If a candidate has applied for his examination answer to be rescored under this section and the rescoring raises his score by 5 or more marks, he may be paid a refund of the fee paid under subsection (3).

14(1) The Director may make any decisions necessary to resolve any question, matter or dispute that arises in connection with the administration or supervision of an examination that is not referred to in section 8.

(2) The Director may waive any time limit imposed by this regulation with respect to a person or class of persons.

15(1) The Director may approve a writing centre as a special writing centre.

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(2) The chief presiding examiner for a special writing centre may be paid the following:

(a) $40 per 1/2 day if 1 or more candidates report to write the examination;
(b) $20 per 1/2 day if no candidates report to write the examination;
(c) $10 for preparing the examination room and packaging the examination papers.

(3) A presiding examiner for a special writing centre may be paid the following:

(a) $30 per 1/2 day if 1 or more candidates report to write the examination;
(b) $15 per 1/2 day if no candidates report to write the examination.

16 With the prior approval of the Director, the board shall be paid the actual cost of shipping or delivering examination materials to the Director.

17 On the approval of the Director, an examiner shall be paid the following:

(a) not more than $10 for the preparation of an examination question accepted by the Minister;
(b) not more than $1000 for the preparation of an evaluation guide under section 7(3);
(c) not more than $500 for the preparation of a supplement of an evaluation guide;
(d) $18 per hour spent designing, scoring or rescoring examination answers or on other related duties performed by the examiner at the request of the Director;
(e) in accordance with Schedule 2 Part B of the Committee Remuneration Order (O. C. 1175/80) for attendance at committee meetings for the purpose of planning and developing examinations.

18 An examiner shall be paid an allowance pursuant to the Subsistence and Travelling Allowances Regulation (O. C. 293/79) as if he were an employee of the government if he

(a) designs, scores or rescores examinations at a place other than where he ordinarily resides, or
(b) is required by the Director to stay temporarily at a place other than that where he ordinarily resides.

19 If an examiner is employed by a board as a teacher, his employer may be paid the cost of employing a substitute teacher when the examiner is unable to teach because of his duties as an examiner.

20(1) A person shall pay a fee of $10 for each examination for which he is a candidate in accordance with the directive in respect of that examination.

(2) The Director may waive the fee required to be paid by a candidate.

(3) The Director may waive the payment of a fee in respect of an examination.

21 The Departmental Examination Regulations (Alta. Reg. 20/76) and the Administration and Supervision of Examination Regulations (Alta. Reg. 200/79) are repealed.

Appendix G

To be submitted by School Principal to Director, Student Evaluation and Records Branch

STUDENT EVALUATION AND RECORDS BRANCH
ALBERTA EDUCATION
PROVINCIAL DIPLOMA EXAMINATIONS

11160-Jasper Ave.
Edmonton, Alberta
T5K 0L2
(403) 427-5306

APPLICATION TO ESTABLISH A SPECIAL WRITING CENTRE WITH PRESIDING EXAMINER

STUDENT NAME: _____ (FIRST) _____ (MIDDLE) _____ (LAST)

ALBERTA EDUCATION I.D. # _____

MAILING ADDRESS _____

POSTAL CODE _____ TELEPHONE (____) _____ (AREA) (LOCAL)

SCHOOL & ADDRESS _____

POSTAL CODE _____ TELEPHONE (____) _____ (AREA) (LOCAL)

EXAMINATIONS REQUIRED (Indicate month and year)

ENGLISH 30 A	_____	LANG ET LITT 30 A	_____	MATHEMATICS 30	_____
ENGLISH 30 B	_____	LANG ET LITT 30 B	_____	PHYSICS 30	_____
ENGLISH 33 A	_____	BIOLOGY 30	_____	SOCIAL ST. 30	_____
ENGLISH 33 B	_____	CHEMISTRY 30	_____		

PRESIDING EXAMINER

NAME: _____ (FIRST) _____ (MIDDLE) _____ (LAST)

MAILING ADDRESS _____

POSTAL CODE _____ TELEPHONE: HOME (____) _____ (AREA) (LOCAL)

BUS. (____) _____ (AREA) (LOCAL)

ACADEMIC QUALIFICATIONS AND EXPERIENCE:

_____

SPECIAL WRITING CENTRE _____
MAILING ADDRESS _____

POSTAL CODE _____ TELEPHONE (____) _____ (AREA) (LOCAL)

REASONS FOR REQUESTING SPECIAL WRITING CENTRE

_____

(If space insufficient, please use overleaf)

PRINCIPAL'S SIGNATURE: _____ DATE _____

PRINCIPAL'S NAME: _____ SCHOOL STAMP/SEAL: _____

STUDENT EVALUATION AND RECORDS BRANCH APPROVED/NOT APPROVED

AUTHORIZED SIGNATURE: _____ DATE _____

REVISED 1987-07

SVC-1

Appendix H

ALBERTA EDUCATION CONTACTS

For additional copies of this bulletin, or information regarding transcripts, diplomas, or examinations contact:

MAILING ADDRESS
Student Evaluation and Records Branch
Alberta Education
Devonian Building, West Tower
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2

OFFICE ADDRESS
Student Evaluation and
Records Branch
5th Floor, Harley Court
10045 - 111 Street
Edmonton, Alberta
Telephone: 427-5306

Regional Offices of Alberta Education

Grande Prairie	538-5130
Edmonton	427-2952
Red Deer	340-5262
Calgary	297-6353
Lethbridge	381-5243

For inquiries regarding special circumstances contact:

Executive Secretary
Special Cases Committee
Alberta Education
Devonian Building, West Tower
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2
Telephone: 427-5306

For the purchase of previous diploma examinations contact:

Learning Resources Distributing Centre
Alberta Education
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: 427-2767

For inquiries regarding course content and curriculum contact:

Curriculum Design Branch
Alberta Education
Devonian Building, West Tower
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2
Telephone: 427-2984